

MS 04-09-10

POSTING DATE: November 3, 2009

TERMINATION DATE FOR APPLICATIONS: November 16, 2009

POSITION: **FIELD REPRESENTATIVE (Area 1)
Eastern Zone**

COMPENSATION/BENEFITS: Per MESSA-PSA Master Agreement

STAFF RELATIONSHIP: Responsible to Larry Banek
Manager of Field Operations

EMPLOYMENT DATE: January 4, 2010

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

GENERAL SCOPE OF RESPONSIBILITY:

To represent and to promote MESSA programs within a geographical area in order to provide the best possible programs and benefits to MEA members.

DUTIES:

To act as liaison with MEA/UniServ staff in the negotiations of fringe benefit packages for MEA members; to assist in the bargaining as requested.

To attend all appropriate meetings of MEA members and staff at the state, zone and local levels to provide assistance and counsel as needed.

To establish a business relationship with administrator representatives of the school districts, and to assist with administrative and procedural functions where necessary.

To conduct group meetings for purposes of promoting and explaining MESSA programs; to advise and assist members as needed.

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DUTIES: *(Continued)*

To acquire and maintain a thorough knowledge of all programs offered by MESSA, and to have a working knowledge of MEA-FS as well as general information of programs competing with MEA/MESSA.

To keep current with trends and developments in the areas of marketing/sales, negotiations and group insurance in general.

RECOMMENDED QUALIFICATIONS:

Bachelor's degree with course work in labor relations, marketing and insurance.

Experience in teaching; association background.

Insurance sales and service experience.

Maintain current licenses and appropriate certification in Life, Health and Accident.